

TRCA Approved Assignment of Authorized Signing Officers				
Category	Type	Example	Conditions	Signing Officer
Property	Residential Rental Agreement	<ul style="list-style-type: none"> Lease for rental of TRCA residential property Lease renewal letter Residential Tenancies Act forms 	Compliance with the Residential Tenancies Act and TRCA Policies	Chair, Vice-Chair, Chief Executive Officer, or Director, Legislative and Property Services Chief Financial and Operating Officer
	Transfer of Land or Easement	<ul style="list-style-type: none"> Land conveyance Easement 	Board approval	Chair, or Vice-Chair, together with the Chief Executive Officer or Divisional Director Chief Financial and Operating Officer
	Agreement of Purchase and Sale	<ul style="list-style-type: none"> Agreement for purchase or sale of land or easement 	Contain condition that purchase, or sale is subject to Board approval	Chair, or Vice-Chair, together with the Chief Executive Officer or Director, Legislative and Property Services
	Routine registrations Consent to release document from title	<ul style="list-style-type: none"> Deletion of expired agreements Name change application Consent to release documents from title 	Deletion or release of instrument does not adversely affect TRCA's interest in the land	Director, Legislative and Property Services Chief Financial and Operating Officer
	Land Titles Office Registration	<ul style="list-style-type: none"> Registration of deeds, easements etc. 	Documents pre-approved by Legal Counsel	Legal Counsel
	<u>Planning Act Declaration</u>	<ul style="list-style-type: none"> Acquisition transfer of land not shown on registered plan of subdivision or part of a lot or block 	Transfer complies with the <u>Planning Act (Section 50)</u> Sworn before a Commissioner of Oaths	Associate Director, Property and Risk Asset Management and Director, Legislative and Property Services
	Lease (1 year or less)	<ul style="list-style-type: none"> Lease for farmland property 	Low risk/routine	Chief Executive Officer or Director, Legislative and Property Services
	Lease (5 years or less)	<ul style="list-style-type: none"> Lease for farmland property 	Board approval	Chair, or Vice-Chair, together with the Chief Executive Officer or Director, Legislative and Property Services Chief Financial and Operating Officer
	Lease (more than 5 years)	<ul style="list-style-type: none"> Land lease for community or commercial facility 	Board approval	Chair, or Vice-Chair, together with the Chief Executive Officer or Director, Legislative and Property Services Chief Financial and Operating Officer
	Land License (less than 5 years)	<ul style="list-style-type: none"> Permission for non-exclusive use of TRCA lands 	Satisfactory indemnity and insurance provisions	Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer

TRCA Approved Assignment of Authorized Signing Officers				
Category	Type	Example	Conditions	Signing Officer
	Land License (more than 5 years)	<ul style="list-style-type: none"> Encroachment agreement Agreement for non-exclusive use of TRCA lands and facilities 	Board approval	Chair, or Vice-Chair, together with the Chief Executive Officer or Divisional Director Chief Financial and Operating Officer
	Minister's Approval Notification or Information Letter	<ul style="list-style-type: none"> Disposition of land obtained with provincial funding 	Board approval of disposition	Chief Executive Officer, together with Divisional Director
	Land Management Agreements	<ul style="list-style-type: none"> Agreements with municipalities for land management 	Board approval	Chair, or Vice-Chair, together with the Chief Executive Officer and Divisional Director Chief Financial and Operating Officer
	Permission to Enter - TRCA Lands	<ul style="list-style-type: none"> To permit third parties, such as utility companies, access onto or through TRCA lands 	Satisfactory insurance and indemnity provisions	Associate Director, Property and Risk Asset Management and Legal Counsel
	Permission to Enter – Non-TRCA Lands	<ul style="list-style-type: none"> To permit TRCA to access municipal lands or private lands for construction or site investigation Where TRCA is participating in a municipal partner or other event involving a consent form 	Satisfactory insurance and indemnity provisions Pursuant to approved project	Manager together with Divisional Director
	Works and Access Agreements - Private Land	<ul style="list-style-type: none"> Agreement (not including revenue agreements) with owners of property where TRCA is completing works 	Alignment with approved policy and programs	Manager, or if change to template, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer
Revenue	Service Level Agreement	<ul style="list-style-type: none"> Agreement to provide ongoing programs and services on behalf of any level of government or any government agency 	Previous Board approval of MOU or agreement enabling such a service level agreement Board approval	Chair, or Vice-Chair, together with the Chief Executive Officer
	TRCA Contracted for Works or Services	<ul style="list-style-type: none"> TRCA contracted for project management or restoration work 	Compliance with Service Level Agreement, as applicable	Chair, Vice-Chair, Chief Executive Officer or Divisional Director Chief Financial and Operating Officer

TRCA Approved Assignment of Authorized Signing Officers				
Category	Type	Example	Conditions	Signing Officer
	Ministry of Transportation (MTO)	<ul style="list-style-type: none"> Agreement with MTO for the Authorized Requester Information Services (ARIS) 	<p>Completion of semi-annual re-verification, annual declaration to verify organization is in compliance with agreement terms</p> <p>Compliance with the Agreements security & confidentiality provision.</p>	Director, Legislative and Property Services
	Enforcement and Compliance	<ul style="list-style-type: none"> Trespass to Property Act, RSO 1990, c. T.21 (TPA) for the purposes of the enforcement provisions 	Provide authorization to enforce TPA to partnering enforcement agencies	Senior Manager, Enforcement and Compliance
	Funding and Grants	<ul style="list-style-type: none"> Funding from provincial or federal government Grant from a charitable foundation 	<p>Alignment with approved policy and programs</p> <p>Confirmation and coordination with Grant Centre on submission</p>	Chair, Vice-Chair, Chief Executive Officer or Director, Corporate Services Chief Financial and Operating Officer
	Use of TRCA lands or facilities	<ul style="list-style-type: none"> Mud Hero event at Albion Hills Day Camp agreements Special Event agreements 	Satisfactory insurance and indemnity provisions	Chair, Vice-Chair, Chief Executive Officer or Divisional Director Chief Financial and Operating Officer
	Film/Photo Agreements	<ul style="list-style-type: none"> Filming at Black Creek Pioneer Village 	Satisfactory insurance and indemnity provisions	Chair, Vice-Chair, Chief Executive Officer or Divisional Director Chief Financial and Operating Officer
	Sponsorship	<ul style="list-style-type: none"> Third-party sponsorship of a TRCA program or event 	Alignment with approved policy and programs	Chair, Vice-Chair, Chief Executive Officer or Director, Corporate Services or Chief Financial and Operating Officer
	Vendor & Concession	<ul style="list-style-type: none"> Promotional booth at TRCA event Food truck at TRCA event 	In consultation with Communications, Marketing and Events	Divisional Director
Procurement	Consulting Services	<ul style="list-style-type: none"> Engineering design or geotechnical analysis 	Less than or equal to \$50,000	Manager
			Greater than \$50,000	Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer
	Construction – goods and/services	<ul style="list-style-type: none"> General contracting services for a TRCA-owned building 		Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer

TRCA Approved Assignment of Authorized Signing Officers				
Category	Type	Example	Conditions	Signing Officer
	Construction – materials and/or supplies	<ul style="list-style-type: none"> Aggregate materials for TRCA construction project 		Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer
	IT Agreements	<ul style="list-style-type: none"> Software licenses and related services 		Director, Corporate Services together with Chief Information Officer
	Vehicle and Equipment	<ul style="list-style-type: none"> Acquisition or rental of vehicles Acquisition or rental of equipment Licenses for vehicles 		Chair, Vice-Chair, Chief Executive Officer, or Director, Legislative and Property Services or Chief Financial and Operating Officer
	General Goods and Services	<ul style="list-style-type: none"> Items purchased for resale at TRCA facilities Office supplies 		In accordance with expense authorization under Procurement Policy, otherwise Chair, Vice-Chair, Chief Executive Officer, or Divisional Director or Chief Financial and Operating Officer
	Professional Services (non-consulting)	<ul style="list-style-type: none"> Speaker at a conference 		In accordance with expense authorization under Procurement Policy, otherwise Chair, Vice-Chair, Chief Executive Officer, or Chief Financial and Operating Officer
	Paid Advertising	<ul style="list-style-type: none"> Newspaper, radio, or television advertising for TRCA programs or events 		In accordance with expense authorization under Procurement Policy, otherwise Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer

TRCA Approved Assignment of Authorized Signing Officers					
Category	Type	Example	Conditions	Signing Officer	
	Artists/Entertainers	<ul style="list-style-type: none"> Singer/Performers at an event 		In accordance with expense authorization under Procurement Policy, otherwise Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer	
	Booking of Facilities and Venues	<ul style="list-style-type: none"> Booking a non-TRCA venue for a conference 		In accordance with expense authorization under Procurement Policy, otherwise Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer	
	Contract Administration	<ul style="list-style-type: none"> Contract extension Contract termination letter Construction Bonds 		Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer	
	Contract Revisions		<ul style="list-style-type: none"> Change Order 	Less than or equal to \$50,000	In accordance with expense authorization under Procurement Policy
				Greater than \$50,000	Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer
Other Agreements	Partnership/Collaboration Agreement	<ul style="list-style-type: none"> To set out roles and funding responsibilities for collaboration on an event, research project or other project 	Alignment with approved policy and programs	Chair, Vice-Chair, together with the Chief Executive Officer and Divisional Director Chief Financial and Operating Officer	
	Memorandum of Understanding	<ul style="list-style-type: none"> Principles for collaboration with government and other partners, including for development of service level agreement 	Board approval	Chair, or Vice-Chair, together with the Chief Executive Officer and Divisional Director Chief Financial and Operating Officer	

TRCA Approved Assignment of Authorized Signing Officers				
Category	Type	Example	Conditions	Signing Officer
	Municipal or Other Government Permits	<ul style="list-style-type: none"> Routine permits to implement approved project (not permission to enter agreements) Permit to take water 	Part of approved project or program	Manager
	Municipal Approval Agreements	<ul style="list-style-type: none"> Site Plan Approval agreement Conditional Building Permit agreement 	Part of approved project or program	Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer
	Erosion Control Agreement	<ul style="list-style-type: none"> Agreement with property owners participating in Erosion Risk Management Program 	Approval by Property Services of land conveyance	Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer
	Ecosystem Compensation Agreement	<ul style="list-style-type: none"> Agreement pursuant to TRCA's Guideline for Determining Ecosystem Compensation 	Approval by Property Services of land valuation appraisal, and any land conveyance	Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer
	Confidentiality Agreement	<ul style="list-style-type: none"> Non-disclosure agreement 	In consultation with Chief Executive Officer where TRCA signature is required	Chair, Vice-Chair, Chief Executive Officer, or Divisional Director Chief Financial and Operating Officer
	Data Sharing Agreement (Internal TRCA data and/or External Agency data)	<ul style="list-style-type: none"> Sharing TRCA GIS data For use of non-TRCA data Acquiring data for TRCA use On-request for specific usage / project 	Where TRCA signature is required Acceptance of standard terms or negotiated Data to be returned / destroyed	Chief Information Officer Divisional Director for standard agreements Director, Corporate Services or Chief Information Officer for non-standard agreements
	Declaration or sworn statement	<ul style="list-style-type: none"> Declarations for payment of municipal invoices or related to construction projects (not grants and funding) 	Sworn before a Commissioner of Oaths	Manager
	Employment Matters	<ul style="list-style-type: none"> Offer of employment Termination documents Leave approvals Position classification 		Chief Human Resources Officer
Human Resources		<ul style="list-style-type: none"> WSIB authorizations 		Chief Human Resources Officer

TRCA Approved Assignment of Authorized Signing Officers				
Category	Type	Example	Conditions	Signing Officer
	Internships, Co-operative Education Placements	<ul style="list-style-type: none"> • Internship documents • Agreements for co-op placements 		Chief Human Resources Officer
	Minutes of Settlement	<ul style="list-style-type: none"> • Litigation or threat of litigation • LPAT OLT appeals 	Approval by CEO for human resources matters Approval by CEO or CFOO for all other matters	Chair, Vice-Chair, or Chief Executive Officer Chief Financial and Operating Officer
Legal	LPAT OLT or Court Documents/Pleadings	<ul style="list-style-type: none"> • Mediation Brief • Statement of Defense • Initiating legal proceedings 	Instruction from CEO or Divisional Director for OLT planning matters CFOO	Director, Legislative and Property Services or Legal Counsel
	Full and Final Release	<ul style="list-style-type: none"> • Property claims (Insurance) 	Recommendation of Risk Advisor or Insurer	Chair, Vice-Chair, or Chief Executive Officer or Director, Legislative and Property Services Chief Financial and Operating Officer